



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 150-1	Subject: DOC COMMITMENTS
Chapter 150: COMMUNITY CORRECTIONAL PROGRAM	Page 1 of 21
	Revision Date: 12/03/01; 06/17/02; 09/10/02; 01/13/03; 03/14/03; 07/21/03; 03/06/04, 03/01/05; 08/01/05; 02/15/06; 02/02/07; 08/20/07; 04/22/08
Signature: /s/ Ron Alsbury	Effective Date: 10/29/01

I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established procedures for appropriate placement of felony offenders committed to the Department of Corrections.

II. AUTHORITY:

46-18-201, M.C.A.	<i>Sentences that may be imposed</i>
46-23-201, M.C.A.	<i>Prisoners eligible for non-medical parole</i>
46-23-1004, M.C.A.	<i>Duties and Responsibilities of the Department</i>
53-30-302, M.C.A.	<i>Purpose</i>
53-30-403, M.C.A.	<i>Boot camp incarceration program-eligibility-rulemaking</i>
61-8-731, M.C.A.	<i>DUI Felony</i>
53-1-201, M.C.A.	<i>Purpose of Department of Corrections</i>
DOC 4.7.11	<i>DOC Commitments</i>

III. DEFINITIONS:

Abstinence means non-use of a specific substance. In recovery, non-use of any addictive psychoactive substance. May also denote cessation of an addictive behavior, such as gambling, over eating, etc.

Addiction means a primary, chronic, neurobiologic disease, with genetic, psychosocial and environmental factors influencing its development and manifestations. It is characterized by behaviors that include one or more of the following: impaired control over drug use, compulsive use, continued use despite harm, and craving.

Certified Copy means a copy of certified judgments or information that contains the raised imprint of the Clerk of Court stamp. Photocopies of certified documents that do not contain the raised imprint are not considered a Certified Copy for the purposes of this procedure.

Co-Occurring Disorders means concurrent substance-related and mental disorders. Other terms used to describe co-occurring disorders include “dual diagnosis,” “dual disorders,” “mentally ill chemically addicted” (MICA), “chemically addicted mentally ill” (CAMI), “mentally ill substance abusers” (MISA), “mentally ill chemically dependent” (MICD), “coexisting disorders,” “cormorbid disorders,” and “individuals with co-occurring psychiatric and substance symptomatology” (ICOPSS). Use of the term carries no implication as to which disorder is primary and which is secondary, which disorder occurred first, or whether one disorder caused the other.

Continuum of Care means an integrated network of treatment services and modalities, designed so that an offender’s changing needs will be met as that offender moves through the treatment and recovery process.

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Dependence is used in three different ways: (1) physical dependence is a state of adaptation that is manifested by a drug class specific withdrawal syndrome that can be produced by abrupt cessation, rapid dose reduction, decreasing blood level of the drug, and/or administration of an antagonist; (2) psychological dependence is a subjective sense of need for a specific psychoactive substance, either for its positive effects or to avoid negative effects associated with its abstinence; and (3) one category of psychoactive substance abuse use disorder.

DUI Facility means the facility at Warm Springs (Warm Springs Addictions Treatment & Change – “WATCH West”) or at Glendive (WATCH East) that is a therapeutic community treatment program that provides supervision and programming for felony offenders prosecuted and sentenced under the 4th time DUI statutes. WATCH West is a male only facility. Watch East is a co-ed facility.

Failure (as in Treatment failure) means lack of progress and/or regression at any given level of care. Such a situation warrants a reassessment of the treatment plan, with modification of the treatment approach. Such situations may require changes in the treatment plan at the same level of care or transfer to a different (more or less intensive) level of care to achieve a better therapeutic response. Sometimes used to describe relapse after a single treatment episode—an inappropriate construct in describing a chronic disease or disorder.

Meth Treatment programs (Nexus (males)/Elkhorn (females)) means meth treatment programs that have a 9 month (270 days) length of stay, followed by a 6 month (180 day) aftercare in a Prerelease Center, for a 15 month continuum of care. Length of stay’s beyond the 270 days in Meth Treatment require a written approval from the Treatment Contract Program Manager and length of stay’s beyond the 180 days in Prerelease require a written approval from the Prerelease Contract Manager.

Missoula Assessment and Sanction Center (MASC) means the program operated from the Missoula Regional Prison designed to identify comprehensive risk and needs information for male offenders committed via a court order to the Department of Corrections. The risk and needs assessment will aid in the determination of the appropriate placement option for each offender sent to MASC. The center will also serve as an alternative to imprisonment for male offenders who have been found guilty of violating community supervision standards via a hearings process.

Passages Assessment & Sanction Center (Passages ASC) means the program designed to identify comprehensive risk and needs information for female offenders committed by a court order to the Department of Corrections. The risk and needs assessment will aid in the determination of the appropriate placement option for each offender sent to Passages ASC. The center will also serve as an alternative to imprisonment for female offenders who have been found guilty of violating community supervision standards via a hearing process. In addition, female offenders who have been approved for a community placement but are waiting for a bed date will be housed at Passages ASC.

Polysubstance Dependence means a DSM-IV diagnosis (304.80) reserved for behavior during the same 12-month period in which the individual was repeatedly abusing at least three groups of substances (excluding caffeine and nicotine), but no single substance predominated. Such use met the dependence criteria for substances as a group, but not for any specific substance.

IV. PROCEDURES:

Offenders sentenced by a District Court Judge to the Department of Corrections will be immediately

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placed in the county jail (unless prior screening has been completed or if the sentence has been stayed pending placement in a community corrections program) until the person is properly assessed and classified by the Regional Administrator and/or POII and the Probation and Parole Officer for appropriate placement within the Community Corrections System.

To communicate the offender's commitment status and the appropriate interim placement, the Probation & Parole Officer will use form *P&P 150-1 (Q) Notification of Offenders Committed to DOC or MSP/MWP* and e-mail the form to the staff indicated on the form depending upon the placement(s) made. All DOC, MSP & MWP sentences will be entered into Pro-Files within 48 hours of the day of sentencing.

Determining Appropriate Offender Placement

Probation and Parole officers shall recommend the appropriate placement to the Regional Administrator by:

- A. Personally interviewing the offender and discussing the case with the last supervising officer or PSI writer.
- B. Reviewing appropriate paperwork which may include:
 - Pre-Sentence Investigation
 - File Reports
 - Mental Health Evaluations
 - Violation Reports
 - Jail Reports
 - DOC Placement/Release Form
 - Risk and Needs Assessment

Placement options include (*see P&P 150-1 (GG) Offender Sentences & Placement Options*):

- Intensive Supervision Program (ISP)
- Prerelease Center
- Montana Women's Prison (*females*)
- Montana State Prison (*males*)
- Boot Camp (Treasure State Correctional Training Center - TSCTC) (*males*)
- Intensive Challenge Program at Montana Women's Prison (ICP) (*females*)
- DUI Facility (WATCH East (*co-ed*) or West (*males*))
- Connections Corrections Program (*males*)
- Passages ADT (*females*)
- Nexus (*males*)
- Elkhorn (*females*)
- Other approved or contracted programs

The RA/POII will review and assess the case for placement options with the P&P Officer. Once a decision has been made, the RA/POII will complete *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant* and forward to the Detention Center housing the offender which allows the facility to move the offender committed to the Department of Corrections from the county jail to the facility/program identified on the screening warrant to begin serving the sentence (i.e. Regional Prison, Montana State Prison, Montana Women's Prison, Prerelease Center, Treasure State Correctional

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Training Center, Intensive Supervision Program, Connections Corrections, Intensive Challenge Program, WATCH Program, Passages ASC, MASC, Nexus, Elkhorn or any other Community Corrections Program). If the DOC offender has been over-ridden and approved to be sent directly to the prison, *P&P 150-1 (S) Verification of Commitment* will also need to be completed and forwarded to MSP Records if a Certified Court Order has not been received.

In the event that none of the placement options are deemed appropriate or timely (within 2 weeks), all male offenders will be placed at the Missoula Assessment & Sanction Center (MASC) and all female offenders will be placed at Passages Assessment and Sanction Center (Passages ASC) for admission and further classification. If a bed date has been established in a community corrections program within a reasonable amount of time, the offender may be held in jail pending placement.

When any offender is sentenced to the Department of Corrections, a DOC packet of the following information will be sent directly to MWP records (for females) or MSP records (for males):

- Copy of the Pre-Sentence Investigation;
- The signed judgment, including all **Certified** deferred or suspended judgments pertaining to the cause number (the **Certified Judgment** will be sent as soon as it is obtained);
- A copy of the Information (If the offender's initial placement is going to be MSP/MWP, a certified information will be required.);
- Verification of Commitment (in lieu of the Judgment);
- Copy of the Violation Report (if applicable);
- One (1) set of fingerprints;
- Completed Basic Information Sheet (typed in capital letters);
- Photograph; and
- **Copy of signed ISP rules** (*if placed on ISP*)

If a certified order is not provided at the time the DOC packet is forwarded to MSP Records, the Officer will be responsible to complete and sign *P&P 150-1 (S) Verification of Commitment* to include in the packet. It is the responsibility of the officer to assure that a certified court order is forwarded to Prison Records when it is received.

DOC Over-Ride Procedure:

When the Regional Administrator is screening the DOC offender and determines that Montana State Prison or Montana Women's Prison is the most appropriate option for the offender, the RA will do the following:

1. The Regional Administrator or POII reviews the offender's case and determines that the offender is not a viable candidate for community placement.
2. *P&P 150-1 (Q) Notification of Offenders Sentenced to DOC or MSP/MWP, P&P 150-1 (S) Verification of Commitment* or Court Order and the PSI/ROV are e-mailed/faxed to Passages ASC/MASC coordinator, with a brief note stating that they would like to discuss an override on the offender to give Passages ASC/MASC time to review the material.
3. The Passages ASC/MASC coordinator and the RA/POII will discuss the case.
4. The Passages ASC/MASC coordinator will make a determination to accept the offender to Passages ASC/MASC or override to MSP/MWP.
5. If the Passages ASC/MASC coordinator believes the information supports overriding the offender

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to MSP/MWP, the coordinator will discuss the case with the Community Corrections Division Administrator. The Coordinator will complete *P&P 150-1 (EE) MSP/MWP Override and Referral Form* and forward to the CCD Administrator.

6. If the Passages ASC/MASC coordinator rejects the recommendation for an override, the RA or POII can request a call with the Division Administrator.
7. If the final decision is to override the offender to MSP/MWP, the Passages ASC/MASC coordinator will make arrangements with the Admission Officer at MSP/MWP.
8. The Regional Administrator/POII will complete *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant* for the placement determined and forward to the appropriate parties.

The following situations will not require an over-ride to place at MSP/MWP.

- If an offender sentenced as 4th or Subsequent DUI was screened and denied placement at WATCH, the RA/POII can screen directly to MSP/MWP as this is the only other placement option.
- If an offender was previously at the Passages ASC/MASC assessment program. (This does not include offender placed in the sanction part of the program)
- If an offender was incarcerated in prison and was transferred to court to deal with pending charges and receives a DOC Commit, the RA can screen directly back to prison.
- If an offender is in a community based placement (i.e. Prerelease, ISP, Connections, Passages ADT, WATCH, TSCTC, Conditional Release, Elkhorn, and Nexus) and violates, the offender cannot be placed at the Passages ASC/MASC Assessment program. (This does not apply to the 30-day sanction program).

Offender File

Once a placement has been determined for the offender, and an offender file has been put together with all relevant documents, the offender file will be forwarded to the appropriate location. See attached *P&P 150-1 (FF) Where Files Go*.

ISP Screening Committees

ISP Screening committees shall have a minimum of three members. One of the members must be a representative of law enforcement and one member must be a representative of the P&P Bureau. If the committee consists of more than three members, the number of members will be an odd number so there cannot be a tie vote.

Members who are not Bureau employees will be appointed in writing by the Regional Administrator and may serve on the committee indefinitely until replaced by the Regional Administrator or when the member resigns. A Regional Administrator may appoint members for a specific term if he/she or the volunteer committee members prefers a term of service. Alternate non-Bureau members should be appointed to allow for absences of committee members.

A screening meeting must have at least three members present and one of those members must be a representative of law enforcement. Each member will have one vote relative to the acceptance or denial of each offender being considered for placement. Acceptance or denial to ISP will be by a majority vote. When possible, one of the Bureau employees may be the Regional Administrator or PO II who supervises ISP. A community screening is not required for offenders who are being referred to ISP from the Board of Pardons and Parole.

The Regional Administrator shall use the following procedures to determine, approve and make the appropriate placement:

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Intensive Supervision Program (See P&P 150-3)

PROCEDURE:

1. ISP referral that meets basic ISP criteria is completed per the ISP manual.
2. Review court documents and investigative files.
3. Investigate the plan. Decision is made to personally interview.
4. The potential ISP offender may be interviewed.
5. The case is presented to the Screening Committee.
6. Case file is screened within ten (10) working days.
7. When an ISP Screening Committee decides an offender's acceptance on ISP is contingent upon electronic monitoring throughout the program, approval is sought from the Probation and Parole Bureau Chief.
8. Case is approved or denied. If denied, other placement options are determined per procedural guidelines.
9. If approved by the Committee, the offender is placed on ISP and an appointment is made to review the ISP rules and the program manual.
10. The Sentence Review application is given to the offender.
11. Detention center is notified of the final screening results and provided *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant*.
12. If needed, arrange transportation. If the offender is in a secure contracted facility, arrange for a transportation order through the Contract Placement Bureau.
13. Upon ISP placement, the following information is forwarded to MSP or MWP within ten (10) working days.

The DOC packet is to include the following:

- Copy of the Pre-Sentence Investigation;
- The signed judgment, including all **Certified** deferred or suspended judgments pertaining to the cause number (the **Certified Judgment** will be sent as soon as it is obtained)
- A copy of the Information;
- Verification of Commitment (in lieu of the Judgment)
- Copy of the Violation Report (if applicable);

RESPONSIBILITY:

P&P Officer/ Regional Administrator or designee

ISP Officer

ISP "Team"

ISP Officer or "Team"

ISP Officer

Screening Committee: ISP Team, law enforcement & community representative.

ISP Screening Committee
P&P Bureau Chief

Probation & Parole Officer or Regional Administrator or designee

ISP Officer/Offender

ISP Officer

Probation & Parole Officer or MASC Administrator

Regional Administrator or Designee
Contract Placement Bureau

ISP Officer

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- One (1) set of fingerprints;
- Completed Basic Information Sheet (typed in capital letters);
- Photograph; and
- **Copy of signed ISP rules**

NOTE: The MSP or MWP Records Department computes parole eligibility and discharge dates and sends a work card to the Probation/Parole Office for the Supervising ISP Officer. The white copy is for the offender, the yellow copy for the Probation/Parole field file. The names will be submitted to the Board of Pardons and Parole as they become eligible for parole, per MCA Section 46-23-201. The MSP/MWP Records Department needs a copy of the parole report. When a progress report is prepared, a copy thereof must be forwarded to MSP/MWP Records Department and to the Board of Pardons and Parole. Direct DOC placements onto ISP are not eligible for parole. Should the offender violate and be placed at Montana State Prison/Montana Women's Prison, they become eligible for parole.

In the event a DOC offender absconds from “official detention” while on Intensive Supervision, the ISP Officer will contact local authorities to issue an Attempt to Locate or a Pick Up and Hold or a warrant. If the offender is not apprehended within two (2) hours, the ISP Officer is to follow P&P 150-10, Inmate Escapes.

ISP Monthly Reporting In addition to the Monthly Caseload Report, each ISP Team will submit *P&P 150-1 (R) ISP Monthly Report* to the P&P Bureau Chief, BOPP and DOC Program Evaluation and Statistics.

Prerelease Center, DUI Facility (WATCh), Connections Corrections Program (CCP), Passages Drug & Alcohol Treatment (Passages ADT), Elkhorn & Nexus

Nexus/Elkhorn (Meth Treatment Center) DOC Placement

Placement of offenders in the Nexus or Elkhorn Meth Treatment Centers is as follows:

1. The offender is sentenced under the provisions of 45-9-102 (5)(a) MCA, wherein the offender is convicted of a second or subsequent criminal possession of methamphetamine.
2. The offender's probationary sentence is revoked and he is Committed to the Department of Corrections under one of the following:
 - A. The offender's suspended sentence is revoked and the offender is committed to the Department of Corrections. The court recommends placement in the meth treatment facility (provided that it meets the criteria as listed below) with the balance of the sentence to be suspended upon successful completion (which includes 6 month placement at Prerelease).
 - B. The offender's suspended sentence is revoked and the offender is committed to the Department of Corrections. The Department has the authority to place the individual in an appropriate program or facility, such as the Meth treatment. If the individual placed at the Meth treatment program and successfully completes the program, the Department has the discretion to conditionally release the offender to community supervision.

If the offender originally received a commitment to prison, the district court judge has the authority to transfer the offender from a prison commit to a DOC commit, pursuant to §46-18-203(7)(a)(iii), provided that the sentence does not impose a longer imprisonment or commitment than the original sentence. Placement in the meth treatment center is a minimum of 15 months (9 months in the

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program followed by 6 months in prerelease). The Department of Corrections commit must comport to this time frame to be eligible for placement.

Nexus/Elkhorn Referral Criteria (Meth Treatment Center)

1. Chronic Methamphetamine Abuse - Abuse is defined as a maladaptive pattern of substance use leading to clinically significant impairment or distress, as manifested by one (or more) of the following, occurring within a 12-month period:

- A. Recurrent substance use resulting in a failure to fulfill major role obligations at work, school, or home (e.g., repeated absences or poor work performance related to substance use, substance-related absences, suspensions, or expulsions from school; neglect of children or household).
- B. Recurrent substance use in situations in which it is physically hazardous (e.g., driving an automobile or operating a machine when impaired by substance use).
- C. Recurrent substance-related legal problems (e.g., arrests for substance related disorderly conduct).
- D. Continued substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the substance (e.g., arguments with spouse about the consequences of intoxication, physical fights).
 1. The symptoms have never met the criteria for Substance Dependence for this class of substance.

Referral Criteria: Offenders sentenced to DOC for any offense, but have continued to use methamphetamine while on supervision and have had one or more failed opportunities for treatment in the community. Recommendations from LAC, LCPC or other community based addiction specialists, based on a CD evaluation completed in the previous 6 months may be used for referral to treatment programs.

2. Stimulant Use Disorder – abuse of other amphetamines or cocaine. **Dependence** defined as a maladaptive pattern of substance use, leading to clinically significant impairment or distress, as manifested by three or more of the following, occurring at any time in the same 12-month period:

- A. Tolerance, as defined by either of the following:
 1. A need for markedly increased amounts of the substance to achieve intoxication or the desired effect.
 2. Markedly diminished effect with continued use of the same amount of the substance.
- B. Withdrawal, as manifested by either of the following:
 1. The characteristic withdrawal syndrome for the substance.
 2. The same (or closely related substance) is taken to relieve or avoid withdrawal symptoms.
- C. The substance is often taken in larger amounts or over a longer period than was intended.
- D. There is a persistent desire or unsuccessful efforts to cut down or control substance use
- E. A great deal of time is spent in activities necessary to obtain the substance (e.g. visiting multiple doctors or driving long distances), use the substance (e.g.. chain-smoking), or recover from its effects.
- F. Important social, occupational, or recreational activities are given up or reduced because of substance use.
- G. The substance use is continued despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by the substance

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(e.g. current cocaine use despite recognition of cocaine-induced depression, or continued drinking despite recognition that an ulcer was made worse by alcohol consumption).

Referral criteria: Offenders sentenced to DOC who continue to abuse prescription amphetamines and/or purchase prescription amphetamines from others, use cocaine or excessive use of non-prescription stimulants. Offenders with a prior diagnosis of methamphetamine dependence or abuse who continue to use other stimulants. Offenders, who have had one or more interventions on supervision, continue to use and have not/will not participate in treatment in the community. Recommendations from LAC, LCPC or other community based addiction specialists, based on a CD evaluation completed in the previous 6 months may be used for referral to treatment programs.

3. **Co-occurring Disorders**

Referral Criteria: Offenders sentenced to DOC who have a history of Polysubstance Dependence or Abuse and a co-occurring mental health diagnosis. Offenders who violate conditions of supervision by using any substance to self-medicate symptoms of mental illness or those who discontinue prescribed medications for symptoms of mental illness and then continually relapse on alcohol, illegal drugs, or other prescription drugs obtained illegally. Offenders, who have had failed opportunities to complete treatment in the community. Recommendations from LAC, LCPC or other community based addiction specialists, based on a CD evaluation completed in the previous 6 months may be used for referral to treatment programs.

PROCEDURE:

1. **PRERELEASE:** *Community Corrections Program Referral form, Prerelease Screening Packet Information, and Section II of the Prerelease Referral* is completed, to include documentation of any major medical problems, and submitted to the Prerelease Center (See attached *Community Corrections Program Referral form* –to be sent to PRC on NCR copies). The officer will also need to have the offender fill out the *Prerelease Application* (Section I) to forward with the screening packet. Do not send referral form to all Prerelease centers. The center receiving the initial referral may be requested to route referral form to other centers, if referral is denied.

WATCH

Community Corrections Program Referral Form and *WATCH Program Application* is completed. The officer completes the first page of the *WATCH Program Application* and will need to have the offender fill out the remainder of the application to forward with the screening packet.

WATCH West is a male facility. WATCH East is a coed facility. All female offenders and all offenders from Region VI will be referred to the WATCH East program. All other male offenders will be referred to the WATCH West Facility. If a male offender is denied by the WATCH East screening committee, their application will be forwarded to the WATCH West program for screening. Offenders denied @ WATCH West will be screened

RESPONSIBILITY:

Probation & Parole Officer
Regional Administrator or
designee

Probation & Parole Officer
Regional Administrator or
designee

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to MSP. The WATCH East facility can not take any violent or sexual offenders as per Montana Code.

For offenders whose offense occurs on or after October 1, 2005, if the offender is convicted of a 4th or subsequent DUI and the offender was, upon a prior conviction, placed in WATCH East or WATCH West Programs, whether or not the offender successfully completed the program, the offender will receive a sentence of not less than thirteen (13) months and no more than five years. The offender will not be eligible for a suspended sentence upon completion of WATCH as per MCA 61-8-731. Offenders under these conditions will still be initially screened to the WATCH West or East program and if denied will be screened to MSP/MWP. If an offender under these conditions is accepted to the WATCH program and successfully completes, the IPPO will initiate a conditional release from the WATCH program. (See P&P 150-6 Conditional Release).

WATCH IPPO

CCP

Community Corrections Program Referral Form and *CCP Program Application* is completed. The officer completes the first page of the *CCP Program Application* and will need to have the offender fill out the remainder of the application to forward with the screening packet. CCP is a male only facility.

Probation & Parole Officer
Regional Administrator or
designee

Passages ADT

Community Corrections Program Referral Form and *Passages ADT Program Application* is completed. The officer will need to complete the referral information on the first page of the *Passages ADT Program Application* and will need to have the offender fill out the remainder of the application to forward with the screening packet. Passages ADT is a female only facility.

Probation & Parole Officer
Regional Administrator or
designee

Nexus (males)/Elkhorn (females)

Community Corrections Program Referral Form and *Nexus Program Application (for males)* or *Elkhorn Program Application (for females)* is completed. The officer will complete the first page of the *Nexus or Elkhorn Program Application* and will need to have the offender fill out the remainder of the application to forward with the screening packet.

Probation & Parole Officer
Regional Administrator or
designee

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2. Referral is reviewed and screening date is scheduled. Referral is approved or denied within 10 working days of receipt. If denied, reason for denial is submitted in writing to the referring Probation/Parole Officer and Regional Administrator, who may determine other placement options. *Community Corrections Program Referral Form* will be routed to other Prerelease center(s) of the offender was referred to prerelease when requested by P&P.

Prerelease/WATCh/CCP/
Passages ADT/Nexus/
Elkhorn Screening
Committee

If approved, the Probation & Parole Officer, Regional Administrator or MASC/ Passages ASC Administrator is informed of the established placement date.

Prerelease/WATCh/CCP/
Passages ADT/Nexus/
Elkhorn Screening
Committee

3. The offender is notified of the approval/denial. If approved arrangements are made to transport the offender to the Prerelease Center, WATCH, CCP, Passages ADT, Nexus, Elkhorn or other Community Corrections Facility.

P&P Officer/Regional
Administrator or designee
or MASC/Passages ASC
Administrator or designee

The offender may be placed at MASC/Passages ASC pending Prerelease, WATCH, CCP, Passages ADT, Nexus, Elkhorn or other community corrections program acceptance or placement if the time frame warrants movement of the offender from the detention center for financial reasons. In such cases, the IPPO at MASC/Passages ASC shall be notified relative to placement status to expedite follow up and pursuit of placement. Officers shall conduct this notification by providing a copy of *P&P 150-1 (Q) Notification of Offenders Sentenced to DOC or MSP/MWP* to the IPPO.

4. The county of commit is responsible for transportation of DOC Committed offenders for their initial placement.

Probation & Parole Officer,
Regional Administrator or
designee, or MASC
Administrator or designee

If an offender is moved to MASC or Passages ASC awaiting evaluation and/or placement into a community corrections program then the following will apply. If the MASC/Passages ASC offender approved for Prerelease, CCP, Passages ADT , Nexus, Elkhorn, WATCH or other community corrections program cannot afford transportation costs, a bus ticket purchase authorization form (obtain through IPPO or POII's) is completed and the offender is requested to sign *P&P 150-1 (T) Offender Prepaid Bus Ticket Agreement*.

5. The Prerelease Center, WATCH Program, Passages ADT, CCP, Nexus, or Elkhorn Program is contacted to coordinate placement and transportation arrangements.

Regional Administrator or
designee or MASC/
Passages ASC
Administrator or designee

6. Offenders going to Prerelease are issued a travel permit and

Probation & Parole Officer

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instructions. (If leaving the county of conviction, fingerprints and photograph shall be taken prior to issuing the travel permit. This information shall be forwarded to MSP/MWP Records Department within 24 hours, excluding weekends and holidays)

or MASC/Passages ASC Administrator or designee

7. The detention center is notified of the final screening results and provided the *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant*.

Probation & Parole Officer

8. The PRC, WATCH, Passages ADT, Nexus, Elkhorn or CCP Program notifies MSP/MWP Records Department of the date the offender arrived at the Prerelease Center, CCP, Passages ADT, Elkhorn, Nexus or WATCH Facility. The Records Department shall be notified the day the offender arrives at the facility, excluding weekends and holidays.

Prerelease Center
Director, WATCH IPPO,
CCP Program, Passages
ADT, Nexus, Elkhorn

9. The Sentence Review application is given to the offender.

Probation & Parole Officer

10. Upon Prerelease Center, CCP, Passages ADT, Nexus, Elkhorn or WATCH Facility placement, the following DOC Packet information is forwarded directly to MSP/MWP records:

Probation & Parole Officer

- Copy of Pre-Sentence Investigation
- The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the **Certified Judgment** will be sent as soon as it is obtained)
- Verification of Commitment (in lieu of the Judgment)
- Copy of the Information
- Copy of the Violation Report (if applicable)
- One (1) set of fingerprints
- Completed Basic Information Sheet
- Photograph

For offender's who are placed directly into Prerelease or on a DOC Commit, the field file will be sent to the Probation & Parole Office where the Prerelease Center is located. The Prerelease Liaison will maintain the field file until the offender is released. The P&P Officer who sends the file should enter the date and place the file was sent on the offender's ACIS narrative. For offenders placed directly into WATCH on a DOC Commit, the field file will be sent to the IPPO @ Montana State prison for WATCH West offenders and the Glendive P&P Office for WATCH East Offenders. For offenders placed directly to CCP, the field file will be forwarded to the IPPO @ Montana State Prison. For offenders placed directly to Passages ADT, the field file will be sent to the Billings Probation Office. For information on where files go, please see *P&P 150-1 (FF) Where Files Go*.

NOTE: The MSP/MWP Records Department computes parole eligibility and discharge dates and sends a work

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card to the Prerelease or the DUI Facility. The white copy is for the offender, the yellow copy for the file. The names of Prerelease Center offenders will be submitted to the Board of Pardons and Parole as they become eligible for parole, per MCA Section 46-23-201. The MSP/MWP Records Department needs a copy of the parole report. If a progress report is prepared, a copy must be forwarded to MSP/MWP Records Department and the Board of Pardons and Parole. Direct DOC placements into Prerelease are not eligible for parole. Should the offender violate and be placed at Montana State Prison,/Montana Women's Prison they become eligible for parole.

MWP

PROCEDURE:

1. Offender is screened and deemed inappropriate for community placement.
2. Detention center is notified of the final screening results and provided *P&P 150-1, 2 & 3 (P), Initial Screening & Placement Warrant*.
3. Upon arrival at MWP the offender is processed.
4. Offender is tested during the first three weeks on Reception for the following risks and needs:
 - educational
 - social/behavioral
 - chemical dependency
 - psychological/psychiatric
5. Offender is classified and further screening is completed. Reception Unit Team shall determine appropriate placement by reviewing:
 - Pre-Sentence Investigation
 - Judgments and Information
 - Violation Reports
 - Reception Testing Results
 - Jail Reports
6. Upon completion of the findings, the Reception Unit Manager shall review the recommendations. Placement options include:
 - Intensive Supervision Program
 - Prerelease Center
 - ICP
 - General Prison Population
 - DUI Facility
7. Once appropriate placement is determined, procedural guidelines are followed for individual programs (i.e. MSP, MWP, ISP, Prerelease, ICP, DUI Facility or TSCTC).

RESPONSIBILITY:

Regional Administrator or designee

Regional Administrator or designee

Reception Staff

Reception Staff

Reception Staff

Reception Staff

Reception Staff & IPPO's

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Passages ASC (Passages Assessment & Sanction Center)

PROCEDURE:

1. DOC offender is screened and deemed inappropriate for community placement or community placement is not available within a 2 week time period. Field file is forwarded to the Billings Probation Office.
2. If offender is deemed inappropriate for immediate community placement or there are not any community programs available, the PSI, Judgments, Violation Reports and Jail Reports are to be sent Passages ASC along with the offender's field file to the Passages ASC IPPO. (Send information electronically if available). BOPP will not be forwarded paperwork on the offender.
3. Upon arrival at Passages ASC the offender is processed.
4. Offender is assessed during the first week relative to risks and needs which may include chemical dependency and psychological assessment.
5. Offender is classified and further screening is completed. Passages ASC Team shall determine appropriate placement by reviewing:
 - Pre-Sentence Investigation
 - Judgments and Information
 - Verification of Commitment (in lieu of Judgment)
 - Violation Reports
 - Passages ASC assessment results
 - Jail Reports
 - Interview with Offender
6. Upon completion of the findings, the Passages ASC staff shall review the recommendations/results. Placement options include:
 - Passages ASC "long term placement"
 - Intensive Supervision Program
 - Prerelease Center (Butte, Great Falls, Billings, Missoula)
 - ICP
 - WATCH East
 - Passages ADT (CD Program) (Females Only)
 - Elkhorn
 - Montana Women's Prison

RESPONSIBILITY:

Regional Administrator or designee

Regional Administrator or designee

Passages ASC Staff

Passages ASC Staff

Passages ASC Staff

Passages ASC Staff

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- | | |
|--|---------------------------|
| 7. If deemed appropriate, an offender may remain at Passages ASC for up to 4 months. An additional option may be Conditional Release if deemed appropriate. If an offender is being considered for Conditional Release, Passages ASC Administrator approves and sends <i>P&P 150-6 (C) DOC Transfer Form</i> to the CCD Administrator and Director for approval. (See Policy 150-6 Conditional Release of DOC Offenders) | Passages ASC Staff |
| 8. Once appropriate placement is determined, procedural guidelines are followed for individual programs (i.e. ISP, Prerelease, ICP, Passages ADT, Elkhorn, ICP, WATCH East or Conditional Release). | Passages ASC Staff & IPPO |
| 9. Passages ASC offenders may be temporarily housed at MWP for Medical, Pregnancy, or Mental Health treatment and then returned to Passages ASC. | Passages ASC Staff & IPPO |

MASC (Missoula Assessment and Sanction Center)

PROCEDURE:

1. DOC offender is screened and deemed inappropriate for community placement or community placement is not available within a 2 week time period. Field file is forwarded to the MASC Program.
2. If offender is deemed inappropriate for immediate community placement or there are not any community programs available, the PSI, Judgments, Violation Reports and Jail Reports are to be sent to MASC along with the offender's field file to the MASC IPPO. (Send information electronically if available). BOPP will not be forwarded paperwork on the offender.
3. Upon arrival at MASC the offender is processed.
4. Offender is assessed during the first two weeks relative to risks and needs which may include chemical dependency and psychological assessment.
5. Offender is classified and further screening is completed. MASC Team shall determine appropriate placement by reviewing:
 - Pre-Sentence Investigation
 - Judgments and Information
 - Verification of Commitment (in lieu of Judgment)
 - Violation Reports
 - MASC Assessment Results
 - Jail Reports

RESPONSIBILITY:

Regional Administrator or designee

Regional Administrator or designee

MASC Staff

MASC Staff

MASC Staff

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- Interview with Offender
6. Upon completion of the findings, the MASC Administrator shall review the recommendations/results. Placement options include:
 - MASC “long term placement”
 - Intensive Supervision Program
 - Prerelease Center
 - TSCTC
 - DUI Facility
 - Connections Corrections (CD program)
 - General Prison Population
 7. If deemed appropriate, an offender may remain at MASC for up to 4 months. An additional option may be Conditional Release if found appropriate. If an offender is being considered for Conditional Release, MASC Administrator approves and sends *P&P 150-6 (C) DOC Transfer Form* to the CCD Administrator and Director for approval. (See Policy 150-6 Conditional Release of DOC Offenders)

MASC Staff

MASC Staff

TSCTC

Notification:

1. When the District Court or a Probation and Parole Officer (P&P) recommends an offender to the TSCTC incarceration program, either as a DOC Commitment or on probation status a notification report (packet) will be filed with the Institutional Parole and Parole Officer (IPPO) at the Treasure State Correctional Training Center. This report must contain the following:
 - *P&P 150-1 (U) Voluntary Consent Form*
 - *P&P 150-1 (V) TSCTC Release Form*
 - *P&P 150-1 (W) TSCTC Good Time Notification*
 - *P&P 150-1 (X) TSCTC Medical Evaluation (All offenders entering TSCTC must have this form completed prior to entrance into the program.)*
 - Copy of the Pre-Sentence Investigation;
 - The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the **Certified Judgment** will be sent as soon as it is obtained);
 - Verification of Commitment (in lieu of Judgment)
 - Copy of the Information;
 - Copy of the Violation Report (if applicable);
 - One (1) set of fingerprints, if available;
 - Completed Basic Information Sheet;
 - Photograph;
 - Mental health evaluation (if available);
 - Jail reports;
 - If available, copy of the offender’s Risk and Needs Assessment; and

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- other reports or material deemed appropriated by the Court, P&P Officer or TSCTC.

Screening:

1. Upon receiving the notification packet the TSCTC's IPPO will review the packet within two weeks to ensure all information is completed. Incomplete packets will not be forwarded to the TSCTC Screening Committee. The IPPO will contact the responsible Court or P&P Officer to request the missing information. The TSCTC IPPO will then:
 - a. perform an initial review and pre-screening of each packet
 - b. schedule a meeting of the TSCTC Screening Committee
2. The TSCTC screening committee will base its recommendation on the established screening criteria, to exclude medical screening. Screening will consist of a review of:
 - offender's PSI
 - offender's file
 - offender's criminal history
 - offender's institutional/community behavior
 - nature of crime
 - safety and security concerns
 - length of incarcerating sentence
 - type of commitment
 - the ability of the TSCTC program to benefit the offender
 - victim concerns
3. The screening committee will review the offender's packet and other relevant material and make one of the following recommendations:
 - approve the offender for admittance to the TSCTC program
 - deny the offender for admittance to the TSCTC program
 - request additional information or action

If during the screening process the offender's appropriateness for placement is questionable, or acceptance criteria is not met, the offender will not be eligible for admission and the reason for denial will be noted on the screening form. If an offender is denied acceptance to the TSCTC program, the IPPO will send a copy of the screening results to the appropriate jurisdiction. The following could disqualify an offender for admittance to the TSCTC program:

- two previous admissions
- physical limitations preventing performance of strenuous labor and exercise, such as back and/or knee problems as determined by an approved medical practitioner
- existing medical conditions certified by a medical professional to prevent participation in the program
- detainer or pending charges for felony offenses
- extensive criminal or violent history of offenses
- escape/runaway/walk-a-way history
- major dental care requirements
- psychotropic medications
- sex offending behavior
- predatory behavior patterns

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- life sentences-offenders that have committed a crime, which carries a life sentence, but did not receive a life designation, will not be automatically excluded from screening, but the screening committee will give guarded attention to the circumstance of the crime
- Death Sentences

Sex offenders being referred to the program must have a current psychosexual offender evaluation performed by a qualified professional or have completed sex offender treatment. The TSCTC program does not have the available programming to address sex offender issues. Sex offenders, offenders convicted of violent crimes of a predatory nature and offenders with mental health issues may be referred for placement to Montana State Prison for an evaluation period, to determine if placement at TSCTC is appropriate.

4. If the offender is approved for placement at TSCTC, the IPPO will notify the proper jurisdiction and:
 - establish a placement date
 - arrange transportation (if the offender is in a secure contracted facility arrange transportation through the Contract Placement Bureau)
 - copy all information to begin the TSCTC offender file and forward all original information to Montana State Prison (MSP) Records Department and obtain an assigned DOC ID#, if applicable

The detention center is notified by the Probation and Parole Officer of the final screening results and provided the *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant*.

Women's Intensive Challenge Program

Notification:

1. When the District Court or a Probation and Parole Officer (P&P) recommends an offender to the ICP incarceration program, either as a DOC Commitment or on probation status a notification report (packet) will be filed with the Institutional Parole and Parole Officer (IPPO) at the Montana Women's Prison. This report must contain the following:
 - *P&P 150-1 (AA) Intensive Challenge Program Application* (filled out by offender)
 - *P&P 150-1 (BB) ICP Good Time Notification*
 - *P&P 150-1 (CC) ICP Voluntary Consent Form*
 - *P&P 150-1 (DD) ICP Release Form*
 - Copy of the Pre-Sentence Investigation;
 - The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the **Certified Judgment** will be sent as soon as it is obtained) (*P&P 150-1 (S) Verification of Commitment* can be used for screening purposes; however, the signed court order will need to be received prior to entry into the program);
 - Copy of the Information;
 - Copy of the Violation Report (if applicable);
 - One (1) set of fingerprints, if available;
 - Completed Basic Information Sheet;
 - Photograph;
 - Mental health evaluation (if available);

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- Jail reports;
- If available, copy of the offender's Risk and Needs Assessment; and
- other reports or material deemed appropriated by the Court, P&P Officer or ICP.

Screening:

1. Upon receiving the notification packet the ICP's IPPO will review the packet within two weeks to ensure all information is completed; incomplete packets will not be forwarded to the ICP Screening Committee--the IPPO will contact the responsible Court or P&P Officer to request the missing information. The ICP IPPO will then:
 - perform an initial review and pre-screening of each packet
 - schedule a meeting of the ICP Screening Committee
2. The ICP screening committee will base its recommendation on the established screening criteria, to exclude medical screening. Screening criteria will consist of a review of:
 - offender's PSI
 - offender's file
 - offender's criminal history
 - offender's institutional/community behavior
 - nature of crime
 - safety and security concerns
 - length of incarcerating sentence
 - type of commitment
 - the ability of the ICP program to benefit the offender
 - victim concerns
3. The screening committee will review the offender's packet and other relevant material and make one of the following recommendations:
 - approve the offender for admittance to the ICP program if specific criteria is met
 - deny the offender for admittance to the ICP program
 - request additional information or action

If during the screening process the offender's appropriateness for placement is questionable, or acceptance criteria is not met, the offender will not be eligible for admission and the reason for denial will be noted on the screening form. If an offender is denied acceptance to the ICP program, the IPPO will send a copy of the screening results to the appropriate jurisdiction. The following could disqualify an offender for admittance to the ICP program:

- two previous admissions
- physical limitations preventing performance of strenuous labor and exercise, such as back and/or knee problems as determined by an approved medical practitioner
- existing medical conditions certified by a medical professional to prevent participation in the program
- detainer or pending charges for felony offenses
- extensive criminal or violent history of offenses
- escape/runaway/walk-a-way history
- major dental care requirements
- psychotropic medications

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- sex offending behavior
 - predatory behavior patterns
 - life sentences-offenders that have committed a crime, which carries a life sentence, but did not receive a life designation, will not be automatically excluded from screening, but the screening committee will give guarded attention to the circumstance of the crime
 - Death Sentences
4. Sex offenders being referred to the program must have a current psychosexual offender evaluation performed by a qualified professional or have completed sex offender treatment. The ICP program does not have the available programming to address sex offender issues. Sex offenders, offenders convicted of violent crimes of a predatory nature and offenders with mental health issues may be referred for placement to Montana Women's Prison for an evaluation period, to determine if placement at ICP is appropriate.
 5. If the offender is approved for placement at ICP, the IPPO will notify the proper jurisdiction and:
 - establish a placement date
 - arrange transportation (if the offender is in a secure contracted facility, arrange transportation order through the Contract Placement Bureau)
 - copy all information to begin the ICP offender file and forward all original information to Montana Women's (MWP) Records Department and obtain an assigned DOC ID#, if applicable.

The detention center is notified by the Probation and Parole Officer of the final screening results and provided the *P&P 150-1,2 & 3 (P) Initial Screening & Placement Warrant*.

V. CLOSING: Questions concerning this procedure shall be directed to the Regional Administrator or designee.

Forms

P&P 150-1 (A&B)	Conditions of ISP-DOC Inmate
P&P 150-1,2 & 3 (A&B)	Conditions of ISP-P&P
P&P 150-1,2 & 3 (C)	Request for ISP Candidacy
P&P 150-1,2 & 3 (D)	ISP Screening Referral
P&P 150-1,2 & 3 (E)	ISP Screening Approval/Denial Letter
P&P 150-1,2 & 3 (F)	ISP Residence/Visitor List
P&P 150-1,2 & 3 (G)	ISP Employer Letter
P&P 150-1,2 & 3 (H)	ISP Daily Employment Search Log
P&P 150-1,2 & 3 (I)	ISP Restitution/Supervision Fee Log
P&P 150-1,2 & 3 (J)	ISP Community Service Log
P&P 150-1,2 & 3 (K)	ISP AA/NA/GA/SA Attendance Log
P&P 150-1,2 & 3 (L1)	Missoula ISP Weekly Schedule

Forms (cont)

P&P 150-1,2 & 3 (L2)	Butte ISP Weekly Schedule
P&P 150-1,2 & 3 (L3)	Great Falls ISP Weekly Schedule
P&P 150-1,2 & 3 (L4)	Billings ISP Weekly Schedule
P&P 150-1,2 & 3 (L6)	Bozeman ISP Weekly Schedule
P&P 150-1,2 & 3 (M)	ISP Adult Chronological History

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P&P 150-1,2 & 3 (N)	ISP Officer Handbook
P&P 150-1,2 & 3 (O)	ISP Offender Handbook
P&P 150-1,2 & 3 (P)	Initial Screening & Placement Warrant
P&P 150-1 (Q)	Notification of Offenders Sentenced to DOC or MSP/MWP
P&P 150-1,2 & 3 (R)	ISP Monthly Report
P&P 150-1 (S)	Verification of Commitment
P&P 150-1 (T)	Offender Prepaid Bus Ticket Agreement
P&P 150-1 (U)	TSCTC Voluntary Consent Form
P&P 150-1 (V)	TSCTC Release Form
P&P 150-1 (W)	TSCTC Good Time Notification
P&P 150-1 (X)	TSCTC Medical Evaluation
P&P 150-1 (AA)	ICP Program Application
P&P 150-1 (BB)	ICP Good Time Notification
P&P 150-1 (CC)	ICP Voluntary Consent Form
P&P 150-1 (DD)	ICP Release Form
P&P 150-1 (EE)	MSP/MWP Override and Referral Form
P&P 150-1 (FF)	Where Files Go
P&P 150-1 (GG)	Offender Sentence & Placement Options
BOPP	Notice of Rights/Waiver of Appearance at Revocation Hearing
BOPP	BOPP Parole Application
BOPP	BOPP Parole Report
BOPP	BOPP Parole Report (sample)
BOPP	BOPP Request for Investigation
CCP	Connections Corrections Program Application
Elkhorn	Elkhorn Program Application
Fingerprint Card	(available from MSP or local office-not on computer)
MSP/MWP	Basic Information Sheet
Nexus	Nexus Program Application
Passages	Passages ADT Program Application
Prerelease	Prerelease Application
CCD	Community Corrections Program Referral Form <i>(Only to be completed on NCR forms)</i>
Prerelease	Prerelease Screening Packet Information
Private Vendor	Electronic Monitoring - (BI) Client/Case Enrollment (Not P&P computerized)
WATCh	WATCh Referral Form